
Welcome to the California Leads Conference

- The presentation will begin shortly.
- All participants will be muted upon entry.
- Live presentations will not be recorded.
- Please use the chat feature to direct questions to "All panelists." When submitting questions, please do not include any personal information.
- Connecting to audio – "Call using computer" for audio to come through your computer speakers or use "Call in/Call me" feature.

CAL HR

California Leads

2021 Conference



Policy Division Overview



Joseph Ruggiero

Authority

- CA Constitution, Article VII, Section 3
- Government Code Section 18660

Vision

- To produce a simple modern civil service system that allows departments to find and quickly hire the best candidates through a fair and merit-based process.

Mission

- To Develop and/or Amend
 - California Code of Regulations
 - Human Resources Policy (in Collaboration with CalHR)
 - Government Code or Statutes

Values

- Fairness
- Innovation
- Efficiency
- Transparency
- Collaboration

Current Proposed Rules

- Promotions in Place (Section 242)
- Anti-Nepotism Policy (Sections 83.5, 83.6, & 87)
- Appeals Process Reimbursement (Sections 52.4, 243.3, & 243.6)
- Written Notice to Personal Services Contracts (Section 547.60.2)

HR Policies

- Updating Online Human Resources Manual by Converting Prior Policies
 - Personnel Management Policy and Procedures Manual (PMPPM)
 - Selection Manual
 - Pinkies or SPB Memorandum

Contact Information

- Mailing List at [spb.ca.gov](https://www.spb.ca.gov), For Departments
 - https://www.spb.ca.gov/about/mlist/mailling_list.aspx
- Joseph Ruggiero, Staff Services Manager I (Specialist)
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Compliance Reviews Conducted by SPB



SPB Authority

- Government Code section 18661
- Areas of review:
 - Exams
 - Appointments
 - EEO
 - Personal Services Contracts
 - Mandated Training

CalHR Authority

- Government Code section 18502
- Areas of review:
 - Leave
 - Compensation
 - Pay
 - Policy and Process

Multi-Phase Process (1/2)

- Request SCO Data
- Preliminary Surveys Sent + Entrance Conference
- Preliminary Surveys Returned,
- Files/Transactions Selected for Review Process, and
Material Request Form Sent

Multi-Phase Process (2/2)

- Conduct the Compliance Review Once Materials Received
- Analyze and Complete Missing Documents
- Review Returned Missing Documents
- Draft Report + Exit Conference, Final Report
- Corrective Action Response

Examinations

- Exams
- Withholds

Appointments (1/2)

- List Appointments (A01), Including TAU, CEA, etc.
- Transfer (A02)
- Training & Development (T&D) (A04)

Appointments (2/2)

- LEAP
- Additional Appointments
- Performance Appraisals
- Unlawful Appointment Investigations

Equal Employment Opportunity

- EEO Program (Anti-Discrimination Policy, Complaint Process, Reporting Structure, and Role of EEO Officer)
- Disability Advisory Committee (DAC)
- LEAP

Personal Services Contracts

- Any contract, requisition, or purchase order which identifies labor or personal services contracted outside of the state
- Typical findings are no justification and no union notification

Mandated Training

- Leadership Training and Development
- Ethics Training
- Sexual Harassment Prevention Training

Compensation

- Alternate Range Placements
- Exception to Salary Rules
- Hiring Above Minimum (HAM) Requests

Compensation, cont.

- Merit Salary Adjustments (MSA)
- Special In-Grade Salary Adjustments (SISA)
- Salary Determinations (appointments, transfers, reinstatement, etc.)

Pay

- Arduous Pay
- Bilingual Pay
- Retroactive Bilingual Pay
- Out of Class Assignments (OOC)/Pay
- Pay Differentials
- Red Circle Rates

Leave

- Administrative Time Off (ATO)
- Positive Pay
- Leave Reduction Efforts
- Monthly Leave Auditing – Timekeeping
- State Service

Policy and Processes

- Nepotism policy
- Workers Compensation policy
- Performance Appraisals

How to Reach Us:

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- Compliance_Reviewunit@spb.ca.gov